

EMAIL MEMORANDUM

TO: Constitutional Officers and Regional Jail Superintendents

FROM: Robyn M. de Socio, Executive Secretary

SUBJECT: December 1, 2007 Salary Increases

The 2007 General Assembly authorized an across-the-board 4% pay increase for Constitutional Officers, Regional Jail Superintendents and their Compensation Board-funded employees. These pay raises have been authorized effective December 1, 2007 and are available now for you to review in **COIN**.

Upon entry to the December salary increase screen in COIN, you will be provided a listing of all officers and employees with their current salaries and the adjusted salaries to be effective December 1st.

Your staff may enter Personnel changes (CB10s) effective November 1-30, 2007 in COIN daily during the month of November. The December Salary Increase screen will show an update to the current salaries immediately, however, the updated December adjusted salary will be reflected the next business day. Therefore, it is extremely important that you enter all November personnel actions in COIN as soon as you are aware of the changes.

These screens are for informational purposes only and do not require action by the officer or locality, however, it is important to view the salaries as they will be updated to the COIN system and one-twelfth of each employee's new salary will be reimbursed for the months of December 2007 through June 2008.

The December 1, 2007 Salary Increase screen may be accessed in COIN (CIPB) by following the instructions below:

- At the ENTER prompt type: CIPB
- Type your COIN logon and password
- Type MAIN in the upper left corner of the screen
- Access the COIN main menu,
- Select option 4. Personnel Processing
- Select option 15. December Salary Increase and press "Enter"
- Press F8 to scroll through the screens.

The pay scales for employees of Constitutional Officers have been adjusted to reflect the 4% increase and are provided on the Compensation Board website.

Please contact your program technician should you have questions concerning the December 1, 2007 salary increases for your employees: Sheriffs and Regional Jail Superintendents, contact Jennifer Styles at 804.225.3435 or email jennifer.styles@scb.virginia.gov; Clerks and Commonwealth's Attorneys, contact Paige Christy at 804.225.3442 or email paige.christy@scb.virginia.gov; and

Treasurers/Commissioners, contact Kari Bullock at 804.225.3475 or email kari.bullock@scb.virginia.gov .